## Louisiana Secretary of State Louisiana State Archives Records Management Training Registration Form

The Records Management Program of the Louisiana State Archives offers free monthly training on records management-related topics. The training consists of four classes which provide an overview of the key principles of records management and guidance on the steps government agencies need to take to comply with Louisiana's Public Records Law (La. R.S. Title 44).

## Our Records Management Training Course has been approved by the Mandatory Continuing Legal Education Committee of the Louisiana State Bar Association for a maximum of 4 hours credit.

All classes are held at the Louisiana State Archives Auditorium, located at 3851 Essen Lane in Baton Rouge from 8:30 AM to 12:30 PM.

Please email the completed registration form to <u>recmgt@sos.la.gov</u> at least *three* (3) days prior to the desired course date in order to reserve a seat. Our mailing address is P.O. Box 94125, Baton Rouge, LA 70804-9125. Confirmation will be sent upon receipt of this registration form. For questions please call 225.922.3094.

## **Course Dates**

- November 6, 2024
- December 10, 2024
- January 9, 2025
- February 12, 2025
- March 12, 2025
- April 9, 2025

- May 14, 2025
- June 11, 2025
- July 16, 2025
- August 13, 2025

- September 10, 2025
- October 8, 2025
- November 12, 2025
- December 10, 2025

Agency / Organization Name			
Date of Class	Attendee Name	Phone Number	Email